

GARRISON COMMANDER'S POLICY STATEMENTS



AUGUST 2004

ARMY COMMUNITY OF EXCELLENCE – MAKE IT A WAY OF LIFE



REPLY TO
ATTENTION OF

DEPARTMENT OF THE ARMY
HEADQUARTERS, US ARMY GARRISON FORT SAM HOUSTON
2108 9TH STREET
FORT SAM HOUSTON, TEXAS 78234-5014

MCCS-B

21 JUL 2004

MEMORANDUM FOR SEE DISTRIBUTION

SUBJECT: Garrison Commander's Policy Statements

1. Policy statements for this command are used to establish and disseminate the Garrison Commander's policies that do not lend themselves to being published in any other format, such as other regulations, memos, circulars, etc., from the Southwest Region Office (Installation Management Agency) or the US Army Medical Department Center and School and Fort Sam Houston.
2. Policy statements will be reviewed annually to determine their continuation.
3. The Administrative Services and Personnel Readiness Division, Human Resource Business Center, is the proponent for publishing these policy statements for the Garrison Command Group.


GARRY F. ATKINS
Colonel, MS
Commanding

DISTRIBUTION:

8 - MCCS-B/BDP/BSM/BBD/BA	6 - MCCS-BCP	1 - MCCS-BRE
2 - MCCS-BEE/BEO	1 - MCCS-BIR	1 - MCCS-BPO
12 - MCCS-BRL	10 - MCCS-BHR	4 - MCCS-BLE
7 - MCCS-BCH	9 - MCCS-BST	3 - MCCS-BCB
3 - MCCS-BRM	12 - MCCS-BIM	9 - MCCS-BPW
5 - MCCS-BFE	12 - MCCS-BCA	

CF:

Installation Staff Judge Advocate (MCCS-BJA)
Installation Inspector General (MCCS-BIG)
Executive Operations, AMEDDC&S (MCCS-GPR)
Directorate of Contracting (MCAA-C)

US ARMY GARRISON
FORT SAM HOUSTON POLICY STATEMENTS

<u>PCLICY NUMBER</u>	<u>DATE</u>	<u>PROPONENT</u>	<u>SUBJECT/TITLE</u>
1			Commander's Open Door Policy
2	Apr 04	MCCS-B	Matters to be Brought to the Attention of the Garrison Commander
3	Apr 04	MCCS-BCA/BRL	Billeting of Reserve Component Officers and Enlisted Personnel
4	Apr 04	MCCS-B	Staff Meeting
5	Apr 04	MCCS-BIM	Computer Work- station Standards
6	Apr 04	MCCS-BCP/BHR	Replies to Congressional Inquiries
7	Apr 04	MCCS-BPO	Contacts with Civilian Media, Community Groups, and the Public
9	Apr 04	MCCS-BIR	External Audit Agencies
10	Apr 04	MCCS-BRL	Training Holidays
12	Apr 04	MCCS-BCA	Conduct of Yard/ Garage Sales
13	Apr 04	MCCS-BRL	Formal Military School Training
14	Apr 04	MCCS-BCP/BRM	Overtime Authorizations

<u>POLICY NUMBER</u>	<u>DATE</u>	<u>PROPONENT</u>	<u>SUBJECT/TITLE</u>
15	Apr 04	MCCS-BRL	Military Drivers Education (MILDEC) Requirments
16	Apr 04	MCCS-BRL	Passenger-Carrying Capacity of Tactical and Administrative Vehicles Commonly Used to Transport Personnel
17	Apr 04	MCCS-BCA	Visitation Privileges in the Fort Sam Houston Exchange
18	Apr 04	MCCS-BCP	Settlement Agreements
19	Apr 04	MCCS-BRL	Repair or Damaged Transportation Motor Pool (TMP) Vehicles
20	Apr 04	MCCS-BRL	Tobacco Product Prohibition in GSA Vehicles
23	Apr 04	MCCS-BLE	Fort Sam Houston Concealed Handgun Law Policy
24	Apr 04	MCCS-BLE	External Compliance Agencies
25	Apr 04	MCCS-BRL	Payment of Interest on Late Receipts
26	Apr 04	MCCS-BHR	Military Award Recommendations, Procedures for Submission and Processing
27	Apr 04	MCCS-BCP	Right of Personnel to Present Complaints

PCLICY NUMBER	<u>DATE</u>	<u>PROPONENT</u>	<u>SUBJECT/TITLE</u>
28	Apr 04	MCCS-BEE	Equal Employment Opportunity Sexual Harassment Policy for Civilians
30	Apr 04	MCCS-BRE	Retention Program
31	Apr 04	MCCS-BJA	Use of Federal Govern- ment Communications Systems and Resources
32	Apr 04	MCCS-BCP	US Army Garrison USAG Civilian Employee of the Quarter Awards Program
33	Apr 04	MCCS-BRL	Official Use of Government Vehicles
34	Apr 04	MCCS-BCA	Supervision of Children on Fort Sam Houston
35	Apr 04	MCCS-BCA	Fort Sam Houston Transient Lodging Policy
36	Apr 04	MCCS-BCA	Fort Sam Houston Transient Lodging Distinguished Visitor Quarters (DVQ) Assignment Policy
37	Apr 04	MCCS-BRL	Quarterly Inventory of Leased and Government Owned Automated Equipment
38	Apr 04	MCCS-BFE	Safety
39	Apr 04	MCCS-BRM	Preventing Front-Loading of Contracts

PCLICY
NUMBER

DATE

PROPONENT

SUBJECT/TITLE

40

Procedures for Granting
Leave Without Pay
(LWOP) in Excess of 30
Calendar Days

41

Apr 04

MCCS-BBD

Interservice Support
Agreements (ISAs),
Memorandums of
Agreement (MOAs),
Memorandums of
Understanding (MOUs),
Service Level
Agreements (SLAs),
Service Support
Agreements (SSAs),
Letters of Agreements
(LOAs) and Definition
of Technical
Responsibilities
Agreements (DOTRAS)

42

Apr 04

MCCS-BCP

Requirement of Safety
Performance Standard
for All Civilian
Supervisors

43

Apr 04

MCCS-BRL

Report of Survey
Statement of Lateness

45

Apr 04

MCCS-B

Approving/Authorizing
Official for DD Form
1610 (Request and
Authorization for TDY
Travel of DoD
Personnel)

46

Apr 04

MCCS-B

Authority to Purchase
and Present Coins

47

Apr 04

MCCS-BJA

Contacting the
Comptroller General

PCLICY
NUMBER

49

DATE

PROPONENT

SUBJECT/TITLE

			Building Demolition and Standing Operating Procedure for Projects Adversely Affecting Historic Properties
50	Apr 04	MCCS-BRM	Year-end Closeout Procedures of Reimbursable Customers
51	Apr 04	MCCS-BIR	Designation of Assessable Unit Managers (AUMs), USA FSH
52	Apr 04	MCCS-BJA	Contract Offloading
53	Apr 04	MCCS-BRM	Issuing Valid Military Interdepartmental Purchase Requests (MIPRs)
54	Apr 04	MCCS-BHR	Issuance of Department Of the Army Civilian ID Cards and FSH ID Cards
55	Apr 04	MCCS-BLE	Issuance of Temporary Vehicle Decals
56	Apr 04	MCCS-BRL	Dining Facility Support Policy
58	Apr 04	MCCS-BEO	Civilian Equal Employment Opportunity (EEO) Program
59	Apr 04	MCCS-B	Requests for Closure of Garrison Offices for Training Holidays and Other Non-Operational Days

RESCINDED/DELETED US ARMY GARRISON
FORT SAM HOUSTON POLICY STATEMENTS
(AS OF APRIL 2004)

<u>POLICY NUMBER</u>	<u>DATE</u>	<u>PROPONENT</u>	<u>SUBJECT/TITLE</u>
8	Jul 02	MCCS-B	Transfer of Actions
11	Jul 02	MCCS-BST	Physical Fitness and Weight Control
29	Ju 02	MCCS-BCP	Exception to Moratorium on New Positions and Position Upgrades
44	Jul 02	MCCS-B	Trip Reports
57	May 03	MCCS-BPW	FSH Housing Assignment Policy for USARSO Personnel

RESCINDED/DELETED US ARMY GARRISON
FORT SAM HOUSTON POLICY STATEMENTS
(AS OF JUNE 2002)

<u>POLICY NUMBER</u>	<u>DATE</u>	<u>PROPONENT</u>	<u>SUBJECT/TITLE</u>
21	Jun 00	MCCS-BRM	Procedures for Processing of Standard Form (SF) 52 Actions Using the Defense Civilian Personnel Data System (DCPDS)
22	Jun 00	MCCS-BRM	Monthly Status Report/Commander's Requirements
48	Jun 00	MCCS-B	Application of the Economy Act of Department of Transportation Contracts